

**OFFICE OF EDUCATIONAL ACCOUNTABILITY**  
**Summary of State Board of Education Agenda Item**  
**April 19-20, 2012**

**OFFICE OF ACCREDITATION**

44. Report from the Commission on School Accreditation concerning the Commission's determination that an extreme emergency situation exists in the Aberdeen School District which jeopardizes the safety, security, and educational interests of the children enrolled in the schools in this District and that this emergency situation is related to serious violations of accreditation standards, state law and federal law

Backup material attached

**SUMMARY OF COMPLIANCE WITH  
ACCOUNTABILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
ABERDEEN SCHOOL DISTRICT (4820)  
April 18, 2012**

Standard or Policy	Compliance Verified	Area/Item Evaluated	SUMMARY OF FINDINGS
Policy 2.1 and Policy 2.5	NO	<p><b>Required Personnel and Financial Data Reports</b></p> <p>The school district has failed to follow established procedures and failed to report complete and accurate data to the MDE concerning assigned duties, job titles, salaries, supplements, and funding sources.</p>	<ul style="list-style-type: none"> <li>▪ Based on an analysis of the 2011-2012 Personnel/Accreditation Data Report and official documentation on file in the district for school year 2011-2012, the school district has failed to report complete and accurate data to the MDE following established procedures concerning assigned duties, job titles, salaries, supplements and funding sources.</li> <li>▪ A comparison of the 2011-2012 Personnel/Accreditation Data Report with other documents on file in the district such as employee contracts, lists of staff, payroll reports, district publications, and official school board minutes indicate that inconsistent information exists among personnel documents.</li> <li>▪ The district does not properly implement the district salary schedules, and there is no indication of the source or basis for determining some employee salaries, especially administrative salaries.</li> <li>▪ Salaries and days worked reported in numerous employee contracts differ from the salaries reported in the MSIS Personnel/Accreditation Data Report.</li> <li>▪ Inconsistencies exist with vocational teachers reported in the MSIS Personnel/Accreditation Data Report for school year 2011-12 and the report from MDE's vocational education staff. The teacher reported in the Personnel Data Report for school year 2011-12 as the Family and Consumer Sciences teacher was reported to MDE staff as being on leave (since October 2011). The teacher who was reported to MDE staff as her replacement is listed in the MSIS Personnel/Accreditation Data Report as a secondary inclusion teacher. Another teacher at Shivers Jr. High was reported on the Personnel/Accreditation Data Report for school year 2011-12 as an Information and Communication Technology teacher, but was reported in financial documents as being paid by the 21<sup>st</sup> Century grant.</li> </ul> <p><i>It was impossible for evaluators to reconcile the information to construct a true and accurate picture of Aberdeen School District employees.</i></p>

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			<p><b>Note: Reporting false information is a violation of the SBE accountability requirements and may result in the immediate downgrading of the district's accreditation status.</b></p>
Standard 1	NO	Local School Board	<p>The school board has failed to fulfill its role and responsibility and effectively perform its duties in the manner prescribed by law.</p> <ul style="list-style-type: none"> <li>▪ The school board is not in compliance with the Mississippi Open Meetings Act, MS Code 25-41-1, pertaining to policies and procedures regarding special-called meetings, executive sessions, and regularly-scheduled school board meetings.</li> <li>▪ Special-called meetings appear to be a frequent practice rather than the exception, with one or more special-called meetings each month. According to the official school board minutes between May 2009 and January 2012, it was noted that of 87 total school board meetings held, 32 were regularly-scheduled meetings and 55 were special-called meetings.</li> <li>▪ Three board members called and attended a board meeting at the high school in a room that had not previously been used for board meetings. There was no documentation that the meeting or the agenda had been noticed nor that the other two board members were notified to attend.</li> <li>▪ It is routine procedure for the Aberdeen School Board to enter into executive session to discuss all "personnel matters", making executive sessions a common practice at every board meeting rather than the exception to the rule. The school board has not limited the use of executive sessions to discuss specific, discrete matters that relate to an individual employee's job performance, character, professional competence, or the physical or mental health of a person holding a specific position.</li> <li>▪ On January 11, 2012, MDE staff visited the district to attend a board meeting. A MDE staff member referenced a fact that had been taken directly from the approved school board minutes. One board member responded, "Don't pay attention to those board minutes. They aren't right."</li> <li>▪ The school board has failed to effectively perform its duties in its role of oversight of management for the district as prescribed by law. The manner</li> </ul>

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			<p>in which the school board currently operates indicates an inability to provide effective leadership and ensure proper governance and is further evidence of its lack of shared vision and direction for addressing student outcomes and increasing student achievement.</p> <ul style="list-style-type: none"> <li>▪ In accordance with Section 37-6-15 of the <i>Mississippi Code of 1972, as amended</i>, all board members are not properly bonded. One board member's bond was revoked and same board member falsified the bonding application by indicating that they had never filed for personal bankruptcy. <i>ABERDEEN SCHOOL BOARD POLICY BBBB</i> requires a surety bond for Twenty-five thousand dollars (\$25,000), but in accordance with Section 37-6-15 of the <i>Mississippi Code of 1972, as amended</i>, it should be for fifty thousand dollars (\$50,000).</li> </ul> <p><b>School board members act individually, rather than as a board as a whole.</b></p> <ul style="list-style-type: none"> <li>▪ At least two of the board members frequently visit individual schools as if they are observing teachers and administrators and supervising the instructional programs.</li> <li>▪ Board members consistently request information such as time sheets and individual cell phone records from staff.</li> <li>▪ Board members are contacted directly by some staff members and are actively involved with issues pertaining to complaints.</li> </ul> <p><b>The school board does not adhere to MS Code Section 37-7-301 regarding the two-tier recommendation process for employment.</b></p> <ul style="list-style-type: none"> <li>▪ There appears to be a system of favoritism and retaliation that influences board decisions regarding the recommendation of personnel.</li> <li>▪ School board minutes reflect the consistent act of rejecting employees recommended for hire.</li> <li>▪ The board has created a number of positions that were not based on recommendations, as indicated in school board minutes.</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ On December 12, 2011, the board approved a new contract for an attorney. During that same meeting, the school board also approved a motion to pay the attorney for invoices prior to the approval of his contract.</li> <li>▪ On December 13, 2011, the board met to hire an individual as business manger. The board acted individually and in the absence of any recommendation from administration.</li> <li>▪ School board minutes verify that some board members have made specific recommendations concerning the employment, salaries, and raises of both certified and non-certified staff without following established employment policies and procedures.</li> </ul>
Standard 2	NO	School Board Policies	<p><b>The school district is not operated based on approved school board policies that comply with state and federal statutes, rules, and regulations.</b></p> <ul style="list-style-type: none"> <li>▪ School board policies do not serve as the basis of operation for the school district.</li> <li>▪ School board members do not ensure that the local school board policies are reviewed and revised annually.</li> <li>▪ School board minutes indicate that the school board reacts to outside influences and unnecessarily develops new policy or overturns current policy.</li> <li>▪ The school board has failed to follow and enforce policies that comply with state and federal statutes and local school board policies concerning employment and dismissal procedures.</li> <li>▪ Some policies and procedures published in the student handbooks are not consistent with current state requirements and SBE policies, including policies pertaining to attendance, grading, and graduation.</li> <li>▪ The school board has failed to adopt, maintain, and implement policies that are current and clearly define and ensure that the necessary plans, procedures, programs, and systems are in place to effectively implement a discipline system that supports principals and teachers, and ensures decisions are made consistently for all students.</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ Some policies are outdated, and conflicting information was found among a number of district documents.</li> <li>▪ School board decisions are not based on approved board policies.</li> </ul> <p><b>Some members of the board have failed to restrict their role and function to matters of setting policy and assessing results.</b></p> <ul style="list-style-type: none"> <li>▪ A review of the board minutes clearly revealed the school board’s excessive involvement in the operational processes of the district by addressing issues such as leave for teachers, administrator schedules, schedule changes, staff travel, administrator sign-in, athletic issues, booster club, etc.</li> </ul> <p><b>The school board has failed to follow state statutes regarding its duties and responsibilities.</b></p> <ul style="list-style-type: none"> <li>• Claims dockets and board minutes indicate the school district has paid for home internet service for individual board members.</li> <li>• Board minutes document that the school board discussed having their cell phone service paid by the school district on the same agenda with teacher furloughs.</li> <li>▪ On April 15, 2010, the board determined that travel for individual board members would be limited to \$3,000.00 per year. In the four consecutive months immediately following that decision, the travel for one board member doubled the amount allowed.</li> </ul>

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Standard 3	NO	Executive and Administrative Authority of the Superintendent	<p>Due to widespread interference from the school board, the previous superintendent was unable to administer the schools in accordance with MS Code 37-9-14, and to satisfy the management responsibilities of the school district superintendent as required by State law and approved local school board policies.</p> <ul style="list-style-type: none"> <li>▪ The evaluation team determined that the school board interfered with previous superintendent's ability to provide educational leadership in key areas, including management of district personnel, effective implementation of policies, and the development of board and community relations.</li> <li>▪ The school board failed to give the previous superintendent full administrative authority and supervisory responsibility of the school district as required by state law and approved local school board policies.</li> <li>▪ The school board minutes were not kept and maintained by the superintendent or his designee.</li> <li>▪ The school board does not support the authority of the superintendent to maintain the day-to-day operations of the district.</li> <li>▪ School board minutes indicate that the school board directs which employees will supervise other employees.</li> <li>▪ School board members circumvented the superintendent by not giving him the opportunity to resolve problems at the administrative level before discussing the problems at the school board meeting.</li> </ul>
Standard 4	NO	Full-time Principal Employed for Each School (Continued)	<ul style="list-style-type: none"> <li>▪ All school principals also serve as school test coordinators.</li> </ul>
Standards 5, 5.1, 5.2	NO	Licensed Librarian Employed for Each School	<ul style="list-style-type: none"> <li>▪ The 2011-2012 MSIS Personnel/Accreditation Data Report indicates that there is no librarian on staff at Aberdeen Elementary School.</li> <li>▪ The FINDINGS of Standard 24/Library Media Centers indicates that librarians are shared between two or more schools, but the 2009-2010 MSIS Personnel/Accreditation Data Report does not confirm their schedules.</li> </ul>

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Standard 6, 6.1, and 6.2	NO	Student Support Services for All Students Provided by Qualified Professional Staff	<ul style="list-style-type: none"> <li>▪ There was no evidence to support counseling services to high school students in the areas of personal advisement, educational, and/or career planning.</li> </ul>
Standard 7	NO	School Business Officer	<ul style="list-style-type: none"> <li>▪ The business manager was terminated December 12, 2011. A replacement has been named and is working toward meeting the qualifications required by the Office of School Financial Services.</li> </ul>
Standard 8, 8.1, 8.2, and 8.3	NO	<p>Employment of Licensed Professional Staff and Highly Qualified Professional Staff</p> <p>No More Than 5% Professional Staff Working Out of Field</p> <p>Secondary Endorsed Teachers</p> <p>Assistant Principals</p>	<ul style="list-style-type: none"> <li>▪ Some teachers and coaches have not met certification requirements and are not properly licensed for their areas of work.</li> </ul>
Standard 9	NO	Implementation of the Personnel Appraisal System	<ul style="list-style-type: none"> <li>▪ School board policies addressing the personnel appraisal system in the local school board policy manual are not current.</li> </ul>
Standard 10, 10.1, 10.2, 10.3, 10.4, and 10.5	YES	<p>Financial Accounting System and Annual Audit</p> <p>Fixed Asset System of Accountability</p> <p>Accurate, Valid, and Timely Reporting of Student Data Submitted to MDE</p> <p>Accurate and Timely Reporting of all Reports Required by MDE</p>	

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Standard 11.1	YES	Budget and Expenditures  District Maintenance Fund (#1120)	
Standards 11, 11.2 and 11.3	NO	Educational Enhancement Fund (#2240)	<ul style="list-style-type: none"> <li>▪ The district was unable to provide documentation necessary for auditors to verify Standards 11.2 and 11.3.</li> </ul>
Standards 12, 12.1, 12.2 and 12.3.	YES	Residency Verification Policy and Procedures Immunization Requirements Age of Entry Requirements	
Standard 13	NO	Implementation of Student Transfer Policies and Procedures	<ul style="list-style-type: none"> <li>▪ Evaluators could find no evidence in the student handbook that addressed policy requirements for transfer students pertaining to the requirements of Standard 13 and Section 37-15-33 of the <i>Mississippi Code of 1972, as amended</i>.</li> </ul>
Standard 14	NO	Student Records	<ul style="list-style-type: none"> <li>▪ A review of last year graduates revealed that Aberdeen High School credits were not transferred to the summary section under Summary of High School units.</li> <li>▪ The daily attendance information recorded on the cumulative folder did not match the information on the permanent records.</li> <li>▪ The cumulative records at Aberdeen Elementary School did not include the initials of the individual who had verified the student's immunization compliance.</li> <li>▪ There was no evidence that this year's seniors have passed all subject area tests as test results were not found in most students' files. The counselor was unable to locate the documentation needed to verify students had passed all subject area tests.</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ The record for one student who transferred into the district was completely blank except for the student's name. No information had been transferred to the cumulative folder or permanent record.</li> </ul>
Standard 15	NO	Implementation of an Ongoing Strategic Planning Process	<ul style="list-style-type: none"> <li>▪ There was no evidence of strategic planning to address instructional programs and student achievement in the district.</li> <li>▪ There was no evidence that the district annually reviews the educational status of each school.</li> <li>▪ The board minutes do not document any short-term or long-range plan to address the instructional programs or school improvement plans.</li> </ul>
Standard 16	NO	Compulsory School Attendance Law	<ul style="list-style-type: none"> <li>▪ The school board policy pertaining to Compulsory School Attendance is not current.</li> </ul>
Standards 17, 17.1, 17.2, and 17.3	NO	Dropout Prevention Plan and Program of Services	<ul style="list-style-type: none"> <li>▪ The district has failed to develop and implement a dropout prevention plan designed to keep students in school and to lower the student dropout rates. The 2011 dropout rate for Aberdeen School District was 64.3%.</li> </ul>
Standard 18	NO	Organized System to Encourage Community Involvement, Parental Communication, and Business Partnerships	The district has not developed and implemented an organized system that effectively encourages community involvement, parental communication, and business partnerships in school district decision-making.
Standard 19 and 19.5	YES	Required Attendance for Seniors and Preparation for Graduation Ceremonies	
Standard 19.1	N/A	STANDARD DELETED.	
Standards 19.2, 19.3, 19.4, and 19.5	NO	Instructional Time, 180 Teaching Days, 60% Days, Summer School/Extended Year <ul style="list-style-type: none"> <li>▪ 330 Minutes per day or 27.5 hours</li> </ul>	<ul style="list-style-type: none"> <li>▪ The schedule provided for Aberdeen Elementary School indicated that the kindergarten classes and the second grade classes are not receiving 330 minutes of instruction per day.</li> <li>▪ Because of the number of early release days, the district is at risk of failing</li> </ul>

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		<p>per 5-day Week</p> <ul style="list-style-type: none"> <li>▪ Early Release Schedule and 60% Days</li> <li>▪ Instructional Time for Carnegie Unit Credit</li> <li>▪ Summer School/Extended Year Programs</li> </ul>	<p>to provide, during the academic school year, a minimum of 140 hours of instruction for each Carnegie unit of credit offered and 70 hours for each ½ unit offered. This is especially likely for ½ credit courses in the 1<sup>st</sup> semester as it contained only 88 days.</p> <ul style="list-style-type: none"> <li>▪ There is no evidence that weeks that include early release schedules provide extended hours the remainder of the week so that at least 27.5 hours of instruction are provided per week. There was no evidence that the remainder of each 60% day was used for professional development or other activities related to instruction.</li> <li>▪ Some students are taking courses through a university that is not listed as approved in the list of courses manual.</li> <li>▪ Aberdeen School Board Policy AEBA states students who are eligible for enrollment in extended school year have end of year grades ranging from 60-69; however, the grading scale lists 65-69 as a “D” and passing.</li> </ul>
Standards 20, 20.1, 20.2, and 20.4	NO	<p>Graduation Requirements</p> <ul style="list-style-type: none"> <li>▪ Minimum Carnegie Units in Appendix A</li> <li>▪ High School Exit Exams</li> <li>▪ Participation in Graduation Exercises</li> </ul>	<ul style="list-style-type: none"> <li>▪ Graduation requirements published in the 2011-2012 student handbook provided to evaluators include inconsistent information concerning the district’s graduation requirements.</li> <li>• The review of records revealed that students are taking correspondence courses from institutions not listed in the <i>Approved Courses for Secondary Schools of Mississippi</i>.</li> <li>• A review of student records for seniors of school year 2011-2012 indicates that the majority of the records reviewed contained no documentation verifying that students have passed all subject area tests.</li> <li>• A review of records of last year’s seniors (2010-11) and the district’s graduation ceremony program, indicate that some students who did not meet graduation requirements were permitted to participate in the graduation exercises.</li> </ul>
Standard 20.3	NO	Special Diploma or Certificate	<ul style="list-style-type: none"> <li>▪ The district has not met all requirements for issuing Special Diplomas or Certificates.</li> </ul>

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Standard 20.5	NO	Mississippi Occupational Diploma Requirements	<ul style="list-style-type: none"> <li>▪ The district has not met all requirements for issuing <i>Mississippi Occupational Diplomas</i>.</li> </ul>
Standard 21	NO	Professional Development Plan and Implementation of an Effective Professional Development Program	<ul style="list-style-type: none"> <li>▪ The district has not implemented a professional development program that complies with guidelines published in <i>Professional Development for the New Millennium</i>. Many of the MDE program offices reported that teachers had not received professional development related to their specialized areas.</li> <li>▪ The district was unable to provide sufficient evidence to verify that the district implements a comprehensive, site-based professional development plan to address the needs of the school district.</li> <li>▪ Documentation was not sufficient to verify that professional development days were utilized in a manner that would enhance the professional growth of all staff members.</li> </ul>
Standard 22	NO	Mississippi Statewide Assessment System	<ul style="list-style-type: none"> <li>▪ The school district was not in compliance with Standard 22, Appendix F, Section IV, Number 5 of the <i>Mississippi Public School Accountability Standards, 2010</i>, which requires, "Any person involved in any phase of the testing program has been trained in appropriated assessment administration and test security procedures."</li> <li>▪ The principal at each school served as the School Test Coordinator.</li> <li>▪ The district and school test security plans were not current.</li> <li>▪ Agendas, sign-in sheets, and documentation related to test security training was not readily available at each school site.</li> <li>▪ There was no evidence on file in the central office to support that district staff had received test security training for school year 2011-2012.</li> <li>▪ The current procedures for accessing secure test materials do not meet the requirements identified in Appendix F, Section IV, #4.</li> <li>▪ The access to secure test storage areas at each site was not limited.</li> </ul>

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April 18, 2012**

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Standard 23.1	NO	Early Childhood Programs (Kindergarten)	<ul style="list-style-type: none"> <li>▪ Every Kindergarten student is not engaged in learning center activities for a minimum of 100 minutes per day.</li> <li>▪ Teachers were not able to provide copies of the Mississippi Curriculum Frameworks for Kindergarten.</li> </ul>
Standard 23.2	NO	Vocational-Technical Education	<ul style="list-style-type: none"> <li>▪ Instructors did not attend the MS Association of Career Technical Education (ACTE) Conference.</li> <li>▪ There were no active advisory committees.</li> <li>▪ Students are not provided an opportunity to evaluate the Career and Technical programs.</li> <li>▪ The Career and Technical programs do not offer the opportunity for students to participate in student organizations.</li> <li>▪ The district does not have a Career and Technical Education Contact.</li> <li>▪ There were errors on the <i>Teacher Budget Salary Reimbursement Report</i> that must be corrected for the district to be properly reimbursed.</li> <li>▪ Many items listed on the inventory were not located.</li> </ul>

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Standard 23.3	NO	Special Education (State and Federal Regulations for Students with Disabilities and the Mattie T. Consent Decree) (Continued)	<ul style="list-style-type: none"> <li>▪ A free appropriate public education (FAPE) is not provided to all children with disabilities between the ages of 3 and 20.</li> <li>▪ A free appropriate public education (FAPE) is not provided to all children with disabilities between the ages of 3 and 20.</li> <li>▪ The IEP's for each child with a disability were not developed, reviewed, and revised in a meeting accordance with federal requirements.</li> <li>▪ The IEP does not include appropriate, measureable postsecondary goals and transition services needed to assist the child based upon age-appropriate transition assessment related to training, education, employment and, where appropriate, independent living skills.</li> <li>▪ The IEP team for each child with a disability does not include a representation of the public agency that is qualified to provide, or supervise the provision of, specifically designed instruction to meet the unique needs of children with disabilities.</li> <li>▪ In developing the IEP, the IEP team does not consider the strengths of the child and concerns of the parent for enhancing the education of their child.</li> <li>▪ All facilities are not accessible and usable for individuals with mobility impairments.</li> <li>▪ The district does not ensure that extended school year services are available as necessary to provide a free appropriate public education to students with disabilities.</li> <li>▪ The district could not provide documentation of an in-school child find process to identify children who are in need of special education and related services. In addition, documentation for out-of-school child find procedures were not current.</li> <li>▪ Placement decisions are not made by a group of persons, parents, and other persons knowledgeable about the child, the meaning of the evaluation data, and the placement options.</li> <li>▪ The child's placement is not based on the child's IEP.</li> <li>▪ Students with disabilities were removed from their current placement and did not receive a functional behavioral assessment (FBA), and behavioral</li> </ul>

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			<p>intervention services and modifications that were designed to address the behavior violation.</p> <ul style="list-style-type: none"> <li>▪ In comparing the fixed assets listing with the Project Applications (IDEA and ARRA), it was determined that all equipment purchased was not listed on the asset listing, equipment was not found in the designated locations, and some equipment was being used by students who were not IDEA eligible.</li> <li>▪ Contracts for the 2011-2012 school year were not available for review. The <i>Detailed Transaction Listing</i> for school years 2009-2011, 2010-2011, and 2011-2012 were not available.</li> <li>▪ Semi-annual certification sheets were not available for school year 2011-2012, and were not completed for IDEA funded personnel. Timesheets for pro-rated personnel did not indicate the amount of time spent for each funding source.</li> <li>▪ For school year 2010-2011, personnel paid out of IDEA funds were funded at 100% MAEP.</li> </ul> <p><b>Note: A cost of \$173,310.00 must be reimbursed to IDEA funds from the local district funds for equipment purchased. A total cost of \$42,182.00 must be reimbursed to IDEA for district staff funded at 100% MAEP, but paid from IDEA funds.</b></p> <p>The Office of Special Education has assigned a technical advisor to the Aberdeen School District to assist with issues of noncompliance.</p>
Standard 23.4	YES	Child Nutrition	
Standard 23.5	NO	No Child Left Behind Act of 2001: Titles I, II, IV, VI and Other Federally Funded Program Grants	<ul style="list-style-type: none"> <li>▪ Contracts were signed by personnel and/or approved by the school board after the date of services began.</li> <li>▪ Semi-annual certification forms were not signed by staff working on a single federally funded cost objective.</li> <li>▪ The district paid salaries for several personnel without regard to time record management or semiannual requirements for school wide programs. No time and effort documentation was provided to evaluators.</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ The district did not demonstrate budgetary control over expenditures. Expenditures were not aligned with approved budgets on file and no amendment requests were submitted to reflect changes.</li> <li>▪ The district did not maintain the condition of its fixed assets.</li> <li>▪ Some equipment purchased with Title I, Part A funds was located at Aberdeen High School, which is a non-Title I school. In addition, the evaluator was unable to locate and verify the existence of some equipment listed on the <i>Capital Assets Summary Report</i>.</li> <li>▪ The district does not have a board approved District Parental Involvement Policy, which included the required indicators.</li> <li>▪ There was no evidence to document the implementation of District Parental Involvement activities.</li> <li>▪ There was insufficient evidence provided to indicate that parents were involved in the development of the Parental Involvement Plans or that the plans were jointly agreed upon and distributed as required.</li> </ul> <p><b>Note: Questioned costs in the amount of \$52,755.00 regarding personnel contracts must be reimbursed to the MDE.</b></p>
Standard 23.6	YES	Technology in the Classroom	
Standard 23.7	NO	Driver Education	The district failed to submit an application and state aid form for the Driver Ed Program.
Standard 23.8	NO	Pre-Kindergarten Programs	<ul style="list-style-type: none"> <li>▪ Schedules did not reflect 60-90 minutes of quiet/rest time each day.</li> <li>▪ Fifteen contact hours of training is not provided annually.</li> </ul>

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April 18, 2012**

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Standard 24	NO	Library Media Center and Services	<ul style="list-style-type: none"> <li>▪ The library media specialists did not provide a proposed budget reporting the needs of the library media center with input from the teachers and administrators.</li> <li>▪ The acquisitions of the library budget/funding were not evident in meeting the needs of updating the collection of materials and equipment.</li> <li>▪ The collection of materials at each media center is below standard and did not represent a broad range of current learning media.</li> <li>▪ The library media specialists did not provide a written plan with current up-to-date long-range and short-range goals with input from the school community.</li> <li>▪ The collection at each media center contains out-of-date materials that are in poor condition.</li> <li>▪ The library system at each media center is not working properly and the collection is not completely automated.</li> </ul>
Standard 25	NO	High School Science Laboratory and Implementation of the Lab-Based Science Curriculum	<ul style="list-style-type: none"> <li>▪ Aberdeen High School has 23 science classes listed on its master schedule. At the time of the audit, no science laboratory experiments or experiences had been provided for students in the current year. Two MDE staff visited Aberdeen High School in March, 2012, and observed signs posted on the labs that read "closed until further notice."</li> </ul>
Standard 26	NO	Textbook Requirements (Student Access, Inventory, Reporting, etc.)	<ul style="list-style-type: none"> <li>▪ Pre Kindergarten and Kindergarten textbooks are not available.</li> <li>▪ There is a shortage of Biology Foundations textbooks at the high school.</li> </ul>
Standards 27 and 27.1	NO	Effective Implementation of the Instructional Management System	<ul style="list-style-type: none"> <li>▪ The district was not able to provide an instructional management system for grades K-12 that had been adopted by the school board.</li> <li>▪ Frameworks for health education, foreign language, and business and technology were not available at the district office. The K-8 English/Language Arts frameworks and the K-12 Social Studies frameworks provided to the evaluators were not current.</li> <li>▪ The frameworks and pacing guides were not readily available in most</li> </ul>

**SUMMARY OF COMPLIANCE WITH  
ACCOUNTABILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
ABERDEEN SCHOOL DISTRICT (4820)  
April 18, 2012**

Standard or Policy	Compliance Verified	Area/Item Evaluated	SUMMARY OF FINDINGS
			<p>classrooms.</p> <ul style="list-style-type: none"> <li>▪ There was a system in place for the teachers to submit lesson plans; however, many of the teachers' lesson plans did not reference the curriculum frameworks or their lesson plans were not current.</li> </ul>
Standards 27 and 27.2	NO	Suggested Teaching Strategies, Resources, and Assessment Strategies Available to Teachers	<ul style="list-style-type: none"> <li>▪ The instructional management plan should be more comprehensive and include resources, instructional strategies, and assignments.</li> </ul>
Standard 28	NO	Promotion/Retention Policies	<ul style="list-style-type: none"> <li>▪ The district has developed a promotion/retention and grading policy; however, it is not consistently implemented by the school board.</li> </ul>
Standard 29 and 29.1	NO	Alternative Education Program Meets the Program Guidelines	<ul style="list-style-type: none"> <li>▪ The current school board policy for the Aberdeen School District does not reflect the current law or policy pertaining to Alternative Education Programs.</li> <li>▪ Based on the licensure documentation reviewed by the Mississippi Department of Education's staff, instructors do not appear to meet requirements for highly qualified teachers. Teachers providing services are not certified in the specific areas of concentration.</li> <li>▪ The alternative education program does not provide appropriate Individualized Instructional Plans for students. <ul style="list-style-type: none"> <li>▪ No evidence of the continuation of educational services provided to students based on present level of performance</li> <li>▪ No evidence of a behavior modification program</li> <li>▪ No evidence of a functional skills assessment</li> <li>▪ No evidence of a career plan</li> </ul> </li> <li>▪ A certified <i>school</i> counselor does not provide the principal or program administrator for the alternative education program with verification regarding the suitability of a child's attendance at the alternative school. In addition counseling is not provided for students and parents. Counseling services that concentrate on the behavioral needs of students must be addressed.</li> </ul>

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ACCOUNTABILITY REQUIREMENTS AND ACCREDITATION STANDARDS  
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			<ul style="list-style-type: none"> <li>▪ Student files did not contain information regarding evaluation of students' academic or behavioral progress. No evidence of behavioral modification was found.</li> <li>▪ The alternative school is not utilized in the manner that is outlined in the Mississippi Code of 1972 Section 39-13-92 regarding educational services. The work is submitted by the home school and assistance is provided to students to ensure completion. Students do not receive a continuation of educational services in the alternative school setting. It is more tutorial based in nature.</li> </ul>
Standards 29 and 29.2	NO	GED Options Program Meets Program Guidelines	<ul style="list-style-type: none"> <li>▪ The school district does not have a committee inclusive of an academic counselor, academic teacher, principal and vocational representative that recommends placement in the GED Option® program.</li> <li>▪ There was no evidence of consent for placement in the GED Option® program by the superintendent and no evidence of parental consent for placement in GED Option® program.</li> <li>▪ Evaluation of student's progress shall be conducted at regular intervals according to GED Option® policy and the appropriate records shall be maintained and subject to the Mississippi Department of Education review. {MS Code 37-13-92}</li> <li>▪ Individual Education and Career Plans were not developed for students.</li> </ul>
Standards 30 and 30.1	YES	Unencumbered Planning Time for Secondary Teachers	
Standards 30 and 30.2	YES	Unencumbered Planning Time for Elementary Teachers	
Standard 31	YES	Limit on Course Preparations	

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Standard 32	NO	Implementation of the Basic Secondary Curriculum	<ul style="list-style-type: none"> <li>▪ The MSIS Personnel/Accreditation Data Report indicates that basic curriculum of the high school does not consist of required and approved courses that generate at least 33-1/2 units annually.</li> </ul>
Standard 33	NO	Implementation of the Basic Elementary Curriculum K-8	<ul style="list-style-type: none"> <li>▪ The master schedules at schools serving grades K-5 do not include health.</li> </ul>
Standards 34, 34.1, 34.2, 34.3, 34.4, and 34.5	YES	Student Teacher Ratios	
Standards 35 and 35.1	NO	Transportation Program and Quarterly Inspection of Buses	<ul style="list-style-type: none"> <li>▪ Evidence that all school buses have been thoroughly inspected on a quarterly basis as required by the State Board of Education was not available.</li> </ul>
Standard 35.2	YES	Valid Bus Driver's Certificate and Commercial Driver's License	
Standard 35.3	NO	Bus Schedules/Arrival Times	<ul style="list-style-type: none"> <li>▪ Students transported to the Monroe County Vocational Center are routinely late or don't arrive at all.</li> </ul>
Standard 35.4	NO	Emergency Evacuation Drills	<ul style="list-style-type: none"> <li>▪ Required records such as evidence that each of the bus drivers had received two hours of professional development training as required by the State Board of Education was not available.</li> </ul>
Standard 36	NO	School District Facilities are Operational and Meet the Needs of Students	<p>The school safety assessment indicated the following:</p> <ul style="list-style-type: none"> <li>▪ many of the windows do not meet Life Safety Codes,</li> <li>▪ classrooms lacked a second mean of egress,</li> <li>▪ chemicals and flammables are not stored in accordance with International Fire Codes,</li> <li>▪ extension cords are used as permanent power sources,</li> <li>▪ there were unprotected electrical outlets and light fixtures,</li> <li>▪ exposed electrical wires,</li> <li>▪ discharged fire extinguishers,</li> <li>▪ lack of emergency lighting and/or inoperable exit signs,</li> <li>▪ deadbolt locks or slide locks on some exit doors,</li> </ul>

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			<ul style="list-style-type: none"> <li>▪ damaged panic hardware on exit doors,</li> <li>▪ utility shut-offs were not identified and secure,</li> <li>▪ HVAC power cut-offs were not secure.</li> </ul>
Standards 37 and 37.1	NO	School Safety Plan	<p>The district does not have an adequate crisis management plan that has been approved by the local school board.</p> <ul style="list-style-type: none"> <li>▪ The plan was noncompliant with the National Incident Management System (NIMS).</li> <li>▪ Evacuation routes are not reflected in the crisis management plan as required by International Fire Codes.</li> <li>▪ Evacuation routes were not posted in all classrooms or hallways.</li> <li>▪ Individual schools' crisis management plans were inadequate.</li> <li>▪ Emergency evacuation plans were not on file.</li> <li>▪ The code of conduct and the discipline plan were not consistently utilized or enforced, which results in inequity in student discipline.</li> <li>▪ The district does not have a student search policy.</li> <li>▪ The district does not have a restraint policy.</li> <li>▪ Significant and distracting noise levels were present in the schools.</li> <li>▪ All schools within the district were in violation of the existing district policy regarding the dispensing of medication to students.</li> <li>▪ The district failed to report information to local law enforcement and the Mississippi Department of Education.</li> </ul>
Standards 37 and 37.2	YES	School Wellness Plan	



## Mississippi Department of Education

Dr. Tom Burnham, State Superintendent of Education

### Educational Accountability

Mr. John O. Gilbert, CPA • Director

### Office of Accreditation

Paula A. Vanderford, Ph.D. • Education Bureau Manager • 601-359-3764 • FAX: 601-359-1979

## MEMORANDUM

**To:** Tom Burnham, Ed.D., State Superintendent  
Mississippi Department of Education

**From:** Paula Vanderford, Ph.D., Executive Secretary  
Commission on School Accreditation 

**Date:** April 18, 2012

**Subject:** Commission on School Accreditation Resolution

Enclosed is documentation of the action taken by the Commission on School Accreditation during a meeting, today, Wednesday, April 18, 2012, at 10:00 a.m. in the 4<sup>th</sup> Floor Board Room of the Central High School Building in Jackson, Mississippi. In accordance with Section 37-17-6(11)(b) of the *Mississippi Code of 1972*, as amended, the Commission on School Accreditation has determined that an extreme emergency exists in the Aberdeen School District which jeopardizes the safety, security, and educational interests of the children enrolled in the schools of this District, and is related to serious violations of accreditation standards, state law and federal law.

*"Quality Education for Every Child"*

Central High School Building • 359 North West Street • P.O. Box 771 • Jackson, MS 39205-0771

# RESOLUTION

**WHEREAS**, pursuant to Section 37-17-6 (11) (b) of the Mississippi Code of 1972, as amended, the Commission on School Accreditation met in a rescheduled meeting on April 18, 2012 to determine whether there was sufficient cause to believe that an extreme emergency situation exists in the Aberdeen School District which jeopardizes the safety, security, and educational interests of the children enrolled in the schools of this District; and,

**WHEREAS**, the Office of Accreditation, Mississippi Department of Education, presented certain information to the Commission regarding the Aberdeen School District's impairments related to serious violations of accreditation standards, violations of state and federal law, and a continued pattern of poor student performance, a copy of which is attached as Exhibit "A" and incorporated by reference as though a part of this Resolution;

**NOW, THEREFORE**, the Commission on School Accreditation finds the following:

The Commission finds that there is sufficient cause to believe that an extreme emergency situation exists in the Aberdeen School District brought on by serious findings related to serious violations of accreditation standards, violations of state and federal law, and a continued pattern of poor student performance which jeopardize the safety, security, and educational interests of the children enrolled in the schools of this District, and which, without intervention by the Commission on School Accreditation and the Mississippi Board of Education, could result in the continuation of an inadequate and unstable educational environment, thereby denying the students of this District the opportunity to learn, to excel, and to obtain a free and appropriate public education.

**BE IT KNOWN THAT** the Executive Secretary of the Commission on School Accreditation is directed to immediately distribute a copy of this Resolution to the State Superintendent of Education and the Mississippi Board of Education.

**WITNESS MY SIGNATURE** on this, the \_\_\_ day of April A.D., 2012.

  
\_\_\_\_\_  
Susan Burchfield, Chairman  
Commission on School Accreditation

  
\_\_\_\_\_  
Paula Vanderford, Executive Secretary  
Commission on School Accreditation

COUNTY OF Madison

STATE OF MISSISSIPPI

This day personally appeared before me, the undersigned authority of law in and for the above named county and state, the within named Susan Burchfield and Paula Vanderford who acknowledged that they signed the above and foregoing instrument of writing on the day and year therein mentioned for the purposes therein shown as their voluntary act and deed.

GIVEN UNDER MY HAND AND OFFICIAL SEAL on this, the 18<sup>th</sup> day of April, A.D. 2012

Andrew Koles  
NOTARY PUBLIC

MY COMMISSION EXPIRES: \_\_\_\_\_

